

**FMS LPIF Interface Updates
Production Readiness Review (PRR)**

Summary Checklist

(As of Date: 12/17/03)

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET Cmpl DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
1. CLIENT								
1. Escalation Process	N	Transferred from FMS Operations			Green			
2. Operations Change Control Procedures	N	Transferred from FMS Operations			Green			
3. Operations Applications Management Task Order Reviewed and Approved	N	TO146 FMS LPIF Interface Updates (Rev 02) Tech Prop 9- 9-03			Green			
2. GENERAL								
1. Project Definition Documentation	N	TO146 FMS LPIF Interface Updates (Rev 02) Tech Prop 9- 9-03			Green			
2. Task Order	N				Green			
3. Scope	N				Green			
4. Approach	N				Green			
5. Business Drivers	N				Green			
3. SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY								
1. VDC Operations Documentation	N	Transferred from FMS Operations			Green			
2. Responsibility Matrix	N				Green			
3. Call Out List	N				Green			
4. VDC Operations Checklist	N				Green			

**Federal Student Aid
STANDARDS AND PROCEDURES**

Production Readiness Process

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5. Memorandum of Understanding / Operations SLA	N				Green			
6. Application Service Level Agreement (SLA) (Environment)	N				Green			
7. Application Operating Level Agreement (Maintenance)	N				Green			
8. Run Book	N	VDC Maintained Document			Green			
9. Installation Guidelines	N	Transferred from FMS Operations			Green			
10. Diagnostics List	N	Transferred from FMS Operations			Green			
11. Number of Application Users	N				Green			
12. Application Help Desk established	N	Transferred from FMS Operations			Green			
13. Operational Readiness Review (ORR)	N	n/a			Green			
14. Enterprise Change Management (ECM)	N	Transferred from FMS Operations			Green			
4. CONFIGURATION MANAGEMENT/SOURCE CONTROL								
1. Configuration Management Plan	N	Transferred from FMS Operations			Green			
2. Version Control Procedures	N	Non-code documents stored on EDLAN			Green			
3. Source Code Library	N	Transferred from FMS Operations			Green			
5. TECHNICAL ARCHITECTURE								

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1. Architecture Design	N	Transferred from FMS Operations			Green			
2. Environment Specifications	N	LPIF Calculation Program – NSLDS to FMS – Interface Control Document			Green			
- Development	N				Green			
- Test	N				Green			
- Production	N				Green			
3. Development (i.e. coding) Standards	N	Standards inherent in Oracle			Green			
4. Solution Life Cycle compliance (SLC Verification Matrix)	N	Followed SLC as defined in the Task Order.			Green			
6. LICENSING								
1. Software License Requirements (incl. Paid Licenses)	N	Included in the ITA Task Order			Green			
7. CODE REVIEW								
1. User Specifications	N				Green			
2. Functional Specifications	N				Green			
3. Technical Specifications	N				Green			
8. SECURITY								
1. Application Security Requirements	N				Green			
2. Security Officer Identified by appointment memo.	N	Shirley Pratt			Green			
3. Rules of Behavior for System Users	N				Green			

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4. Personnel Security Classifications for users, developers, testers, and others	N				Green			
5. Role based access identified by job position	N				Green			
6. Disaster Recovery/Continuity of Support Plans	N				Green			
7. Data Integrity/Validation Controls	N				Green			
8. Audit Trails	N				Green			
9. System Security Plan	N				Green			
10. Certification and Accreditation complete, or Interim Approval to Operate memo signed by the system owner	N				Green			
11. Security Risk Assessment complete	N				Green			
12. Mitigation Plan implemented	N				Green			
13. SA Security Solution Lifecycle Checklists (Vision - Deployment)	N				Green			
14. Critical Infrastructure Protection Survey complete	N				Green			
15. Inventory Worksheet complete	N				Green			
16. MOU/MOA/SLA (if applicable)	N	NSLDS TPA			Green			
17. Privacy Act Systems of Records Review (if applicable)	N	N/A			Green			
9. TESTING								

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1. Test Strategy and Approach (for all levels of testing)	N	FMS LPIF Interface Updates – Test Scripts			Green			
2. Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	N	FMS LPIF Interface Updates – Test Scripts			Green			
3. Test Data	N	File from NSLDS			Green			
4. Security Testing	N	N/A			Green			
5. Documented Test Results	N	FMS LPIF Interface Updates – Test Scripts			Green			
6. Section 508 requirements tested and verified by ED Assistive Technology Group (ATG) located in FOB-6. POC: Joe Tozzi	N	N/A			Green			
7. SIR Log (Defect Log)	N	TO 146 SIR Report.xls			Green			
8. Client and User Sign-Off	N				Green			
10. APPLICATION TRAINING								
1. User Training Conducted	N				Green			
2. User Installation and Setup Procedures	N				Green			
3. On-going Training Function Available	N				Green			
11. TRANSITION TO OPERATIONS								
1. Open SIR Responsibility Identified and Agreed Upon	N				Green			
2. Support available for Software Package	N				Green			

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3. Organizational Design and Skills Identified	N				Green			
4. Knowledge Transfer Plan	N				Green			
5. Post-Implementation Review (PIR) Advance Packet received (See: FSA/CIO/ECommerce - QA team)	N				Green			